Submit a new organization on OrgSync. This will require some basic information about the organization you want to create, as well as staff, and/or faculty who support the formation of the organization.

Hold two organizational meetings. All meetings must be held on UAF property. You will be given permission for two room reservations once you’ve submitted your OrgSync portal request. All meetings must be scheduled at least one week in advance, and you are required to advertise.

Define the mission (purpose) of your student organization and write your constitution and by-laws. A minimum of seven student members is required to be recognized.

Elect Officers. You may elect as many or as few as you choose, but they **MUST** include the following:
- **Advisor:** a UAF staff or faculty member to guide you
- **Officers:** at minimum a “president” and financial officer
- **Account Signers:** have authority to sign financial papers; should include your financial officer, one other member, and your advisor.

Complete your organization’s info on OrgSync.

Complete an Account Signers Form to create a UAF financial account.
- This is only required if your organization is planning on utilizing funds.

Club Officers meet with a Student Organizations staff member for Officer Training.

**WITHDRAWAL OF RECOGNITION**

Any UAF student organization not complying with the conditions and policies to be recognized as an active group set forth in the club handbook will be determined to be inactive or on a probationary status. After 3 years of inactivity, recognition will be officially withdrawn.

To re-establish recognition, the student organization must follow the procedures for obtaining recognition. A re-establish student organization must clear its previous UAF business office account before a new account may be established. All back debts must be paid and precious balances brought forward to the new account.

For a complete list of all active Student Organizations at UAF, go to [www.uaf.edu/live](http://www.uaf.edu/live)

To contact the Student Organizations Resource Center:
907-474-1170
uaf-studentorg@alaska.edu